**PAG Meeting December 2, 2010 (Library Lab)**

**Semester Close-out & New Semester Preparations**

**Goals:** Veteran teachers will explain procedures & policies for closing out the first

semester with samples and Skyward guidance.

**Snacks**

**\*Group Check-in – PowerPoint with teacher cartoons & phases of first year teaching.**

1. **Closing out the semester HO (handout)**

Provide suggested steps to wrapping up the semester.

Explain the Skyward HO (rounding, etc) while teachers reference their own grade books.

**2. Procedures Checklist HO (can see on wiki)**

* General Procedures
* Monitoring Progress
* Providing Feedback
* Procedures to Rehearse

**3**. **Group Check-out**

**•** Open for any questions/concerns.

* Share in groups of 2-3: one semester success and one idea for the new semester.

4. **Close**

•Cartoon to reiterate the assistance PAG wants to provide.